

COURT CLERK BEAVERTON MUNICIPAL COURT

SALARY RANGE: \$16.18 - \$21.67 per hour

CLOSING DATE: November 8, 2012

ABOUT THE JOB: A Court Clerk performs a variety of responsible administrative support activities in the Beaverton Municipal Court, which handles traffic crimes and other misdemeanors, traffic violations and other violations, city code misdemeanors and violations, and parking violations. The Court operates in a paper-on-demand environment with extensive use of personal computers and scanning equipment.

ESSENTIAL FUNCTIONS OF THE JOB: Process court related transactions; receive public at counter; answer active phones; explain court procedures; monitor accounts; receipt fines and fees; scan and index legal documents; run driving records and criminal histories on the Law Enforcement Data System.

TO QUALIFY: Requires a high school diploma or GED and a minimum of one year of clerical experience with strong PC skills (preferably in the Microsoft Office Suite) in a high demand office setting, preferably in a court environment.

Requires the ability to maintain a high degree of accuracy; follow policies, procedures, laws, and codes; maintain confidentiality; follow general office practices and to operate standard office equipment including imaging and document scanning processes; use computer programs in the Microsoft Office Suite and other systems associated with the court. Requires general knowledge of cash handling, financial reconciliation, and record keeping processes. Requires the ability to communicate effectively verbally and in writing, establish and maintain effective working relationships with others, and deal effectively with difficult customers.

Requires possession of a valid driver's license and the ability to meet City driving standards; ability to obtain Law Enforcement Data System (LEDS) certification within 60 days. Preference may be given to bilingual (Spanish/English – any language) applicants and those with court experience.

TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive (P.O. Box 4755), Beaverton OR 97076. Applications may be completed on our website at www.beavertonoregon.gov. Closing Date: November 8, 2012.